

STREET VACATION/RELOCATION CHECKLIST

PLANNING AND ZONING DEPARTMENT

This checklist is designed to aid both the Applicant and the City in the processing of a Street Vacation/Relocation application and is required to be submitted with your application.

All plans and application requirements shall be submitted in a PDF format via email.

- ☐ One check for \$500.00 and other applicable fees such as advertising cost as determined by the City
- ☐ Completed General Application with an original signature from the Applicant and the Owner
- ☐ One copy of a current title policy, title opinion, or title report (no older than 45 days from date of submission).
- ☐ Certified envelopes addressed to property owners within 100 feet of the subject right-of-way relocation/vacation. All notifications are required to be obtained and certified by the Baldwin County Revenue Department.
- ☐ A signed and sealed boundary survey showing the existing right-of-way(s), the proposed location of the new right-of-way(s), the square footage of both the existing and relocated rights-of-way, and complete legal descriptions of both the existing right-of-way(s) and the proposed relocated/vacated right-of-way(s).
- ☐ If rights-of-way(s) are to be vacated in exchange for land a current boundary/topographic survey of the property to be exchanged shall be submitted. The survey shall contain a complete legal description of the property, the size of the property in acres and square feet, contour intervals at a minimum of 1 foot, all areas classified as wetlands, all existing and/or proposed easements, and the mean high tide line for those properties that are adjacent to bodies of water.

If the applicant has any questions or concerns regarding the Street Vacation/Relocation review, please contact the following staff members.

STAFF MEMBER	TITLE	TELEPHONE	FAX	EMAIL
Andy Bauer	Director	251.968.1151	251.968.1188	abauer@gulfshoresal.gov
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